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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 12, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-42

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2013 ends June 23, 2013 with payroll direct deposits and checks for the June 28, 2013 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2013 payroll transactions will be processed through LaGov HCM for the pay period ending June 23, 2013.

NOTE: The off-cycle workbench will be locked Thursday, June 27, 2013 at 2:00 p.m. and remain locked until Monday, July 1, 2013 for the fiscal year end close. There will be no off-cycle processing for DOTD and DEQ on Thursday, June 27, 2013 and Friday, June 28, 2013.

Off-cycle processing for fiscal year 2013 must be processed through the system by 2:00 p.m. Thursday, June 27, 2013. Fiscal year 2013 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 27, 2013 in order to be charged to fiscal year 2013. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2014 in AFS.

All J5 rejects in AFS for the June 28, 2013 payday and for off-cycles processed through Thursday, June 27, 2013 must be corrected (in PEND3 status) by 9:00 a.m., Friday, June 28, 2013 in order to be charged to fiscal year 2013 in AFS.

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH:BPB/ph